

**GOVERNANCE, STRATEGY & CITY OPERATIONS COMMITTEE
NOVEMBER 7, 2019
CITY OF PLATTSBURGH COMMON COUNCIL CHAMBERS
MINUTES
4:30PM**

Roll Call: Councilor Armstrong, Mayor Read

Others Present: Councilor Kelly, Councilor Gibbs, Councilor Ensel and Councilor Moore

Absent: Councilor McFarlin

1. REPORTS FROM DEPARTMENT REPRESENTATIVES AND DISCUSSION WITH COUNCILORS:

1. Council will hold 2020 Budget Sessions with Community Development/parking lot, City Clerk, and discussion of Recreation Complex recommendations report from Committee.

City Clerk Sylvia Parrotte gave budget narrative for City Clerk's office and report is made part of the minutes of this meeting.

Director of Community Development Matthew Miller gave budget narrative for Community Development/parking lot and report is made part of the minutes of this meeting.

Councilor Armstrong provided Recreation Complex recommendations report.

1. AGENDA ITEMS BROUGHT FORWARD FROM DEPARTMENTS TO BE APPROVED BY COMMITTEE AND RECOMMENDED TO COUNCIL:

1. Request from the City Chamberlain to adjust the 2019 General Fund Police budget by \$68,439.00 of increases to appropriations for over budget, and projected over budget, police accounts, through an equal amount of decreases to appropriations in police accounts, as well as, a decrease to General Fund Contingency for the budget transfer from Police Overtime of \$38,239.00 transferred by Council resolution on January 17th, 2019. The net effect of these budget transfers will not increase the 2019 General Fund budget.
2. Request from the City Chamberlain to adjust the 2019 Water and Sewer Budgets for \$15,000 and \$5,000, respectively, for appropriations transfers to provide for water and sewer repair parts purchases.
3. Request from the City Chamberlain to adjust the 2019 General Fund Budget by \$22,000 for an increase in appropriations to provide for the purchase and implementation of OpenGov application software for the City's website. This adjustment will increase the 2019 General Fund Budget by \$22,000.

4. Request from the City Chamberlain to adjust the 2019 Parking Fund Budget for \$15,692 of additional unplanned cost for 2019 property taxes and for \$4,770 for appropriations transfers to provide for projected over budget accounts by 2019 year-end. This adjustment will increase the 2019 Parking Fund Budget by \$15,692.00.
5. Request from the City Chamberlain to adjust the 2019 General Fund Budget for \$18,136 of appropriations transfers to provide for Finance, Data Processing and Unemployment cost center accounts projected to be over budget by 2019 year-end. These budget transfers will not increase the 2019 General Fund budget.
6. Request from Environmental Manager Jon Ruff that Council agrees to and authorizes the execution of the attached October 11, 2019 construction administration services proposal from CDM Smith. Funding will be from Capital Project H8130.63.
7. Request from Environmental Manager Jon Ruff that Council agrees to and authorizes the execution of the attached November 1, 2019 "First Amendment to Residuals Service Agreement" with New England Waste Services of Maine, Inc. d/b/a Casella Organics.
8. Request from Planner Malana Tamer for Contractual Services with AEDA for Engineering/Surveying services

WHEREAS, AEDA has provided a scope of work and proposal for the subdivision of 52 US Oval in accordance with NYS subdivision law and City of Plattsburgh Zoning Code requirements; and

WHEREAS, AEDA will provide engineering/surveying services to complete all tasks identified in the scope of work for the lump sum fee of Eight Thousand Nine Hundred Dollars (\$8,900); and

THEREFORE, BE IT RESOLVED, in accordance with the request the Common Council approves that the Mayor is authorized to sign the AEDA standard form of agreement for professional services

By Councilor Armstrong; Seconded by Mayor Read

(RC) Roll call: Councilor Armstrong, Mayor Read

(All voted in the affirmative

3. OLD BUSINESS: None

4. NEW BUSINESS: None

Motion to Adjourn by Councilor Armstrong; Seconded by Mayor Read

(RC) Roll call: Councilor Armstrong, Mayor Read

(All voted in the affirmative

MEETING ADJOURNED: 5:03 pm

Budget Report

1. Analyze the positives and negatives of implementing the 2019 budget.

Positives: I was able to stay at or under budget for most line items with no effect on operations.

Negatives: The only line item for the City Clerk's budget that will be over is Postage. I had originally budgeted \$810.00 but when reviewing budget to date I am clearly over, as such I will recommend an adjustment to that line item for 2020 to \$1300.00.

As Municipal Courts fiscal year runs April 1 to March 30th and I often don't get a budget for the year until June/July of the current year it is hard to anticipate what projects they may budgeted for, as such I anticipate an expense increase of approximately 15-23% depending on when in the year the projects are complete. The upside is even with this increase we are reimbursed from the state 100% plus an additional 5% for administrative costs.

2. Comparison of the 2019 budget to the Mayors Budget for 2020 are as follows:

City Clerk budget for 2020 will see an overall decrease of approximately 8.8%, due to there being no separate payout and with the new hire and no longevity there will be another savings to regular payroll for next year.

An additional decrease can be attributed to a decrease in contracted services. We have completed the 3rd and final installment payment to General Code and will now just be paying for the supplements. Supplements will be done on a biannually basis and the charge will depend upon the number and content of laws that are adopted.

The City Clerk budget was submitted at the end of June, at that time there were only charges until March for postage, as such I estimated I would be under budget, unfortunately as of Oct. 31, I was over budget for this line item for 2019 and will need to request a revision to the Mayor's 2020 budget to reflect \$1300.00 instead of the suggested \$900.00. Even with this increase the overall budget for the City Clerks department will be less than the 2019 budget.

Elections there is approximately 79% increase from 2019, the majority of the cost increase comes from the new Election Laws, which require the County to conduct 9 days of Early Voting prior to each Election; extending the voting hours for Primaries from 9 hours to 15 hours. Additionally there will be a Presidential Primary Election in April and possibility of a Federal Primary in June. Because of the expected high turnout for these Elections, more ballots will need to be printed. If there is no Republican Primary in April or Democrat Primary in June or a Special Legislative Election, the cost to the City will drop from the estimate provided from the Clinton County Board of Elections.

When submitting budget information I had an unexpected expenditure early in the year that I believed would bring me over-budget but having reviewed all expenditure to date on Oct. 31, it appears I may be slightly under budget for Municipal Building 2019 budget and I budgeted the 2020 budget without taking this unanticipated expenditure into account therefore a decrease in overall budget of approximately 2% for 2020.

Due to the unforeseen loss of our Bingo Inspector I contacted the New York State Gaming Commission to find out if a Bingo Inspector is required. According to General Municipal Law section 484(1) municipalities have the right to inspect the premises of bingo licensees during the conduct of bingo. Some municipalities opt to do this by hiring a full or part time bingo inspector. However, it is not a statutory requirement. Therefore the line item for Bingo Inspector Reg Pay should be changed to \$0.00.

With the merging of the Churches there may not be any Bingo licenses issued in 2020. I have heard from one organization that they definitely will not be renewing their license and the other organization will need to find a new location before renewing. Therefore that revenue line item should be changed to \$0.00.

We increased many of the license and permit fees for City Clerks department in 2017. The only line items that were not increased were taxi operator/vehicle licenses. If we increased operator license from \$50.00 to \$75.00 and vehicle license from \$80.00 to \$100.00 and amendment for both from \$20.00 to \$30.00 there could be an increase in revenue of approximately \$3,500.00.

None of the items mentioned will impact my departments ability to carry out operations/or provide services.

Community Development Office Budget Report

In several respects it is difficult to compare the proposed 2020 budget for the Community Development Office (CDO) to its 2019 budget. A considerable amount of unexpected expenses related to the DRI have been incurred and several staff departures have occurred during 2019.

The 2020 request for 'Regular Payroll' is 12% lower than was initially requested for 2019 and reflects the shifting of a portion of the funding previously allocated to the Promotions and Special Events Coordinator position from the CDO to the Mayor's budget, the hiring of a new Planner at a higher pay rate than the City's previous Planner, and the transition of one CDO employee from 35 to 40 hours per week. Our 'Overtime Pay' request has been increased in response to an observed need for extra funding. The CDO does not expect to have need for 'Temporary Payroll' in 2020. As in 2019, no request for 'Separation Pay' has been made.

The funds requested for 'Materials and Supplies', 'Office Supplies', 'Telephone', 'Print/Copy', and 'Fees and Postage' are largely consistent with the figures approved for 2019. The \$2,000 requested for 'Conferences' represents the cost of annual membership in the New York Planning Federation for the 7 members of the City's Planning Board and 2 members of the CDO staff.

The 'Contracted Services' item deserves special attention as the Mayor's budget lists its '2019 Actual' expenses as nearly \$700,000 (at the time of publication of the Mayor's 2020 budget) when the approved funding for 2019 was only \$5,300. This discrepancy is the result of the many Downtown Revitalization Initiative (DRI) projects currently underway and the fact that the DRI grant requires the City to expend its own funds before requesting reimbursement from New York State. The vast majority of the \$700,000 has been paid to various consultants and contractors working on the DRI projects and those expenses will be cleared from the CDO's books once the City is reimbursed. At the direction of the City's auditors, the Finance Department is in the process of transferring those reimbursable DRI-related expenses to a separate account. The '2019 Projection' of \$145,000 for this item represents all services contracted for that are not reimbursable through the DRI. The bulk of these expenses continue to be incurred as part of the Generic Environmental Impact Statement (GEIS) process and represent payments to the City's consultant and SEQRA attorney. Other 2019 expenses under 'Contracted Services' include payments to the City's Consolidated Funding Application consultant and various engineering work related to the DRI and its associated projects but not eligible for reimbursement through the DRI grant. The \$45,000 requested for 'Contracted Services' in 2020 reflects the '2018 Actual' figure for this line item and the total the CDO would have spent in 2019 excluding the various costs associated with the GEIS.

Minor decreases in funding requests for the City's special events budget are reflected as well. Total 2019 approved allocations totaled \$125,000 while \$118,000 has been requested in 2020.

The CDO also administers downtown's Special Assessment District (SAD) and is responsible for its budget. This is referred to in the Mayor's budget as the 'Parking Lot' and includes significant departures for the 2019 budget that reflect recommended changes to the City's parking program. The 'Regular Pay' line has been increased by almost \$60,000. Previously, the only City employee whose salary was charged to that line was the downtown laborer. In 2020, the salary of the City's Parking Enforcement Officer, previously charged to the Police Department budget, will be charged to this line and I have built in the

cost of two additional, part time employees to fill out our enforcement staff. The 'Overtime Pay' line has also been increased accordingly to account for this augmentation of staff and expected additional duties.

The funding requested for 'Vehicle Supplies', 'Vehicle Parts', 'Electric', 'Water', 'Sewer', and 'Contracted Services' lines are largely consistent with the funds approved for 2019. A minor increase in the 'Materials and Supplies' budget was included based on the '2018 Actual' figure.

The 'Contracted Services' request includes a substantial increase which reflects the recommendation from the Plattsburgh Parking Advisory Committee that the City enact a fee based parking system in its downtown core which utilizes electronic parking kiosks. Discussions regarding the scale of this system and the timing of its implementation are ongoing. The '2019 Projection' figure of \$137,000 was submitted when the possibility of a paid parking system being rolled out in 2019 was still a realistic possibility. The \$125,000 request for 2020 is based on the estimates received in response to the City's 'Multi-Space Parking Paystations, and Remote Payment Systems' Request for Proposals' and represents the expected cost of a system of moderate size and complexity.

On the revenue side of the 'Parking Lot' budget, the estimates for the SAD are identical to that of 2019. While the implementation of a paid parking system could allow for the reduction or elimination of the downtown SAD, it would be premature to enact any such change without first ensuring the revenue model intended to take the place of the SAD can serve as an adequate replacement. Two major changes to revenue projections relate to permits and parking fees. Until 2019, parking permits and fees generated little to no revenue for the City. The expected amounts included in the 2020 budget are \$90,000 for parking permits and \$75,000 for parking fees. The estimate for parking permits was calculated using a cost of \$30 per month for a monthly permit and a total of 250 available permits to be used in off-street lots. Considering the number of unknowns regarding the paid parking system, the \$75,000 revenue figure for parking fees is highly speculative but represents what the City could reasonably expect to generate if a system of moderate size of complexity were instituted downtown.